



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, OH 43211-2474

DEC 05 2017

STATE AND LOCAL  
 GOVERNMENT RECORDS

**RECORDS RETENTION SCHEDULE (RC-2)– Part 1**

*See instructions before completing this form. Must be submitted with PART 2*

**Section A: Local Government Unit**

City of Hamilton, Ohio

Utility Operations

(local government entity)

*Michael Perry*

Mike Perry

(unit)

Director

(signature of responsible official)

(name)

(title)

(date)

**Section B: Records Commission**

City of Hamilton

Records Commission

(513) 785-7168

(telephone number)

345 High Street, Suite 300  
 (address)

Hamilton  
 (city)

45011  
 (zip code)

Butler  
 (county)

To have this form returned to the Records Commission electronically, include an email address: [pat.bigler@hamilton-oh.gov](mailto:pat.bigler@hamilton-oh.gov)

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

*Katrina R. Babin*

11/29/17

Records Commission Chair Signature

Date

**Section C: Ohio History Connection - State Archives**

*Angie C. Hissong*  
 Signature

Govt. Records Archivist  
 Title

12/6/2017  
 Date

**Section D: Auditor of State**

*Marta E. Mueller*  
 Signature

Records Manager  
 Title

12-18-17  
 Date

**Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form**

## Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

City of Hamilton

Utility Operations

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-2 Required by LGRP
UTILOPS 17-001	Transient letters/memos including notes, text messages, phone messages, voice mail, meeting notes and other records which served to convey information of temporary importance	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-002	General Correspondence	2 years	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-003	Drafts	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-004	Solicitations/advertising	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-005	Continuing Education Materials	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-006	Agendas Originating in Department	6 years	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-007	Minutes originating in Department	Permanent	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-008	Copies of agendas and minutes	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-009	Audio and video recordings of meetings	1 year provided meeting info is substantively transcribed	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-010	Council Communications (Council Reports/Caucus Reports)	Retain until City clerk is in receipt	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-011	Payroll Records (including time sheets, comp time records, leave forms, payroll change notices)	3 years provided audited	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-012	Requests for checks, invoices, cash reports	Until submitted to Finance	Paper or Electronic		<input type="checkbox"/>

**Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.**

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City of Hamilton (local government entity)				Utility Operations (unit)	
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
UTILOPS 17-013	Travel Requests/Expense Reports	2 years provided audited or until submitted to Finance	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-014	Purchasing Card Reconciliation	2 years on bank website provided audited	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-015	Contracts/Agreements for Equipment & Services	25 years after contract expiration	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-016	Copies of Contracts for Construction, Equipment or Services (originals held in Purchasing)	Until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-017	City Manager Weekly Reports	3 years	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-018	Administrative Directives (Copies)	Retain until superseded or replaced	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-019	Copies of Employee performance evaluations	Retain copies until employee separates from employment; original to Civil Service	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-020	Reference publications and directories	Until revised, superseded or obsolete	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-021	Project files (contract copies, specifications, change orders, progress reports, etc.)	15 Years from project completion	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-022	Loan and grant documentation	5 years after expiration of grant, provided audited and disputes resolved	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-023	Research documentation	5 years	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-024	Photos	Until superseded (appraise for historical value)	Paper or Electronic		<input checked="" type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
UTILOPS 17-025	Bid documentation (successful)	15 years after project completion	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
UTILOPS 17-026	Bid documentation (unsuccessful)	2 years after award of contract	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
UTILOPS 17-027	Hydrant flushing listing	2 years	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
UTILOPS 17-028	Shut off orders	3 years	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
UTILOPS 17-029	Meter testing records	3 years	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
UTILOPS 17-030	Street cuts, patches, top soil, seed, concrete cuts reports	3 years	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
UTILOPS 17-031	Electric System Consultant Reports	6 years	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
UTILOPS 17-032	Gas System Consultant Reports	6 years	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
UTILOPS 17-033	Water System Consultant Reports	6 years	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
UTILOPS 17-034	Wastewater/Water Reclamation System Consultant Reports	6 years	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
UTILOPS 17-035	Water Environmental Testing Reports/Filings – OEPA	10 years	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
UTILOPS 17-036	PUCO Gas Reports/Filings	10 years	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
UTILOPS 17-037	Wastewater Environmental Testing Reports/Filings – OEPA	10 years	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
UTILOPS 17-038	Electric System Equipment Overhaul/Rebuild Reports	Life of Equipment	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
UTILOPS 17-039	Gas System Equipment Overhaul/Rebuild Reports	Life of Equipment	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
UTILOPS 17-040	Water System Equipment Overhaul/Rebuild Reports	Life of Equipment	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
UTILOPS 17-041	Wastewater/Water Reclamation System Equipment Overhaul/Rebuild Reports	Life of Equipment	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>

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City of Hamilton

Utility Operations

(local government entity)

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
UTILOPS 17-042	Electric Distribution System Reports	10 years	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-043	Gas Distribution System Reports	10 years	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-044	Water Distribution System Reports	10 years	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-045	Wastewater/Water Reclamation Collection System Reports	10 years	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-046	Electric Distribution System Drawings	Life of Equipment	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-047	Gas Distribution System Drawings	Life of Equipment	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-048	Water Distribution System Drawings	Life of Equipment	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-049	Wastewater/Water Reclamation Collection System Drawings	Life of Equipment	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-050	Water Production Facilities/Treatment Plant Drawings	Life of Equipment	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-051	Wastewater/Water Reclamation Treatment Plant Drawings	Life of Equipment	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-052	Power Plant Emission Testing Reports/EPA	10 years	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-053	FERC Reports/Filings	10 years	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-054	Transmission System Reports	10 years	Paper or Electronic		<input type="checkbox"/>
UTILOPS 17-055	DOE Reports/Filings	10 years	Paper or Electronic		<input type="checkbox"/>

## Amanda Rindler

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**From:** Pat Bigler <pat.bigler@hamilton-oh.gov>  
**Sent:** Tuesday, December 5, 2017 10:12 AM  
**To:** Amanda Rindler  
**Subject:** RC-2s for State Approval  
**Attachments:** Signed RC-2s to State.pdf

Amanda,

Attached, please find RC-2s that were approved by the Records Commission at their November 29, 2017 meeting.

- a) Finance Department
- b) Public Safety Department
- c) Police Department
- d) Fire Department
- e) Infrastructure Department
- f) Engineering Department
- g) Public Works Department
- h) Utility Operations Department

I will be out on medical leave starting tomorrow through the middle of January. I will be here all day today. If there are questions or concerns while I am out, we can follow up when I return.

Thanks,

Pat

Patricia R. Bigler

Exec. Administrative Coordinator  
External Services  
City of Hamilton  
345 High Street, Suite 730  
Hamilton, Ohio 45011 Phone: 513-785-7168  
Fax: 513-785-7160  
E-mail: [biglerp@ci.hamilton.oh.us](mailto:biglerp@ci.hamilton.oh.us)